

**Virginia Department of Historic Resources
Work Plan Implementing the Agency's Strategic Plan and
Statewide Comprehensive Preservation Plan
October 2005-September 2006**

Overview

Mission: Put Virginia's History to Work

Virginia is blessed with a wealth of historic places. Ranging from a 16,000-year-old archaeological site that is one of the oldest documented sites in the western hemisphere to historic homes, commercial and public buildings, and battlefields from the 17th through the 20th centuries, to sites associated with the exploration of space, historic places link us to our past and enrich our future. Visiting historic sites is the #2 reason that people come to Virginia—anchoring a \$16 billion tourist industry. Rehabilitation of historic buildings fuels hundreds of millions of dollars in construction—increasing household income, and providing homes and commercial settings for businesses new and old. Historic preservation easements protect open space as well as the historic character of buildings and archaeological sites. Rehabilitation of historic buildings in urban areas helps “restore the core” reducing sprawl and its related stresses on open space, habitat, water quality, and infrastructure.

Historic preservation activities strengthen the economy, revitalize communities, improve quality of life, and meet conservation goals such as those aimed at restoring the Chesapeake Bay. Putting these valuable resources to work requires a knowledge and understanding of the resources themselves, why they are important, and the different tools and options available to individuals, agencies and communities who are both stewards and beneficiaries of these state and national treasures. As vitally important as historic places are to Virginia's cultural and economic health, these irreplaceable resources are also under great pressure. Our communities continue to grow, placing stress on urban and rural communities, historic buildings, battlefields, cemeteries, and archaeological sites.

Each year brings new challenges. There are more proposals to move historic buildings—some are appropriate last resorts; others are not. Military installations in Virginia face challenges of what to do with historic resources in their care due to mandated housing privatization and base closings as well as changing military missions and technology. Reductions in federal budgets strain agencies' ability to carry out preservation responsibilities and, in turn, affect state and local agencies and private permit applicants. There has been a boom in rehabilitation projects in most of Virginia's urban centers. As we approach the Commonwealth's 400th anniversary in 2007, historic places become even more important as the visible and tangible reminders of our heritage both before and after 1607.

These are all patterns that continue to shape the direction of historic preservation and the role of the Department of Historic Resources. The Department of Historic Resources, its programs and services support identification, evaluation, protection, preservation, and rehabilitation of the Commonwealth's significant historic, architectural, archaeological, and cultural resources. The department maintains a permanent record of historic resources, and

makes records and artifacts accessible to support historic preservation, education, and sound decision-making. The department fosters appreciation of these resources among the citizens of the Commonwealth—and helps public agencies and private citizens put Virginia's history to work for the benefit of us all.

Toward this end, the Department has adopted several broad goals and objectives to guide its actions over a five-year period. Each year it undertakes more targeted strategies that address one or more of these goals and objectives.

Goal I: Sustain and support communities, organizations, and agencies at all levels in their efforts to make historic resources a viable part of our environment well into the future

Objectives:

- Empower individuals, organizations, and agencies at all levels to manage and use the full range of historic resources to benefit themselves and their communities
- Help communities, historic attractions, and educational institutions meet statewide and local goals and prepare for the quadri-centennial commemoration of 2007
- Encourage and enable good stewardship of historic properties owned by state and federal agencies
- Strengthen statewide archaeological survey, research, and protection
- Promote use of Civil War battlefields as community, educational, and tourism resources and as models for entrepreneurial preservation options
- Enhance the public benefit of restoration, education, and operation projects as provided for in grants made by the General Assembly
- Improve coverage of parts of the state where department services are stretched thin
- Increase the public benefit of historic resources and agency programs

Goal II: Practice good stewardship, including good care and management and effective use of the information, records, and artifacts that the department holds in trust for the citizens of the Commonwealth

Objectives:

- Enhance the accessibility of historic property records both on-site and online while maintaining a high level of care and security
 - Maximize the care and public benefits of the approximately six million objects curated in the department's archaeological collections
- Manage and add to agency archives, library, and archaeological collections to enable agency staff and constituents to accomplish objectives in Goals I & III

Goal III: Get the word out about the value of historic resources in educational and economic success and the tools available to put resources to work

Objectives:

- Increase communities' knowledge of their historic assets and how to use them for greater economic, educational, tourism and civic benefits
- Maximize accessibility of information on historic resources, preservation benefits and tools, and DHR programs and services
- Improve outreach to students, their teachers, and their families to meet the required Standards of Learning

Strategies for 2004-2005

Goal I: Sustain and support communities, organizations, and agencies at all levels in their efforts to make historic resources a viable part of our environment well into the future

Improve stewardship of the historic landmarks owned by state agencies and by state colleges and universities:

- Conduct condition assessments of a minimum of 30 state-owned historic properties and archaeological sites to evaluate their preservation potential.
- Train managers of state-owned buildings and facilities staff, consultants, architectural students and others to conduct condition assessments and report them to DHR
- Register (or update registration for) a minimum of 10 state-owned historic properties and archaeological sites on the Virginia Landmarks Register/National Register. (see Register section below for target properties)
- Develop treatment management plans for a minimum of 4 state-owned buildings and archaeological sites most endangered and visible to the public.

Cooperate with the Governor and Secretary in developing strategies to stimulate the economic and cultural vitality of Southwest and Southside Virginia

Survey and Inventory

Fulfill state/local survey partnership by increasing historic resource database by approximately 7500 architectural resources and 800 archaeological sites in the coming year through a combination of state funded state/local survey & planning projects and surveys conducted pursuant to Section 106 review.

Architectural Survey	7500 properties added to inventory
Hectares (reconnaissance)	3,000
Hectares (intensive)	1,000
Archaeological Survey	800 sites
Hectares (reconnaissance)	4,000
Hectares (intensive)	500

Cost-Share Survey and Planning Team will issue a Request for Proposals from local governments interested in undertaking joint survey and planning projects with DHR, and enter into agreements with selected localities to undertake priority projects in 2005-2007. Regional offices will monitor projects selected for funding.

Regional office staff, in coordination with Survey and Planning Cost Share Program Manager and RID, will monitor and bring to completion by October 2006 (unless otherwise noted in contract) the following projects: (Other projects may be funded after October 1, 2005)

- CRPO: (pre-2003) Halifax County (architectural survey); (2004-05) Albemarle survey inventory update; Southern Albemarle Rural Historic District survey and nomination (may be multi-year project); Village of Schuyler resurvey and historic district nomination, Nelson County.
- TRPO: (Pre-2004) Southampton Co (architectural survey); Hampton (architectural survey); James City County (architectural survey); (2004-2005) Isle of Wight County (architectural survey); Regional architectural survey of Sears Kit Houses in cooperation with cities of Norfolk, Virginia Beach, Portsmouth and Suffolk; (2005-06) Monroe birthplace archaeological survey, Westmoreland County.
- RRPO: Euclid Avenue Historic District, City of Bristol; Old West End Historic District Architectural Survey, City of Danville; Fincastle Historic District architectural resurvey and survey, Botetourt County; Fieldale architectural survey, Henry County; Lexington Historic District architectural resurvey; City of Martinsville East Church Street/Starling Avenue Historic District survey and nomination.
- WRPO: Arlington County survey (CLG).

Additional survey data from earlier or non-Cost Share projects include:

- CRPO: Poplar Lawn Historic District Expansion (CLG), Petersburg; Hanover County CLG architectural survey.
- TRPO: Park Place HD.

Survey Team will oversee and implement:

- Complete revisions to DHR Survey Manual including updating:
 - “Guidelines for Conducting Cultural Resource Survey in Virginia”
 - Data entry guidelines for architecture and archaeology in the DSS – should be incorporated
 - Architectural and Archaeological Assessment at the county/city level
 - Maps and tables showing statewide and regional survey coverage
- Request for Proposals for new Cost-Share survey and planning projects in 2005-2006.
- Use roundtable discussion with key consultants to fine tune updated Survey Manual.
- Refine old Cost Share project entries in DHR Project Database.
- Conduct DSS training for DHR staff.

Regional offices will conduct limited surveys and field-testing to promote professional interest in larger theme studies of significant resources as follows:

- CRPO: Conduct analysis of findings of archaeological investigation at Ft. Christanna in Brunswick County if funding permits; and oversee archaeological investigation at Lumpkins Jail (City of Richmond)
- TRPO: Continue annual updating of Virginia Company Period Archaeological Assessment for Eastern Virginia through field inspections and archival research.
- RRPO: Conduct thematic survey of bricks and brickwork, 1790-1890; ongoing architectural survey with DSS entry; complete boundary definition for slave cemetery at Kentland, Montgomery County; undertake analysis of thematic survey and testing of soapstone related archaeological sites and soapstone quarry sites in the region; and continue thematic survey of African-American slave quarters.
- WRPO: Continue analysis of findings of field investigation of Third Battle of Winchester battlefield and provide technical assistance related to impact of development on Civil War Sites in Frederick County.

Virginia Landmarks Register/National Register of Historic Places

Manage the register process for an estimated 84 nominations to meet all state and federal legal requirements for nominations and board meetings.

Property Types	Projection
Districts-	15
Buildings-	65
Sites-	2
Structures-	0
Objects-	0
MPDs-	2

DHR will hold 4 regular board meetings, and a minimum of one board training session.

The Richmond Register Team will take the lead to continue improving register understanding, process, and implementation through:

- Holding at least two consultants/general public workshops on Register topics, one will be at a remote meeting site, and the other will be in Richmond.
- Working with the extended Register Team and Board Members, the Register Section will develop a guidance PowerPoint for state and local officials, non-profit groups, and historic district property owners on the ways to use Historic District designation.
- Work with Public Relations staff on developing web/internet improvement and publications that are based in Virginia's listed properties.
- Participate in the October 2005 Preservation Virginia/APVA Conference
- Coordinate with DCR an event to celebrate the 70th anniversary of the CCC State Parks.

Improve public access to nomination materials.

- Complete a plan for facilitating easier review of historic district inventories.

- Update deficient historic districts that have poor boundaries or lack a detailed inventory. For this cycle, identify the nominations and work with Community Services and Archives to create a priority list of nominations and a strategy for addressing the deficiencies (i.e. schedule Cost Share work on them)

Register, update, or create thematic context documents for a minimum of 10 state-owned historic properties and archaeological sites on the Virginia Landmarks Register/National Register: Likely candidates include: Virginia Civilian Conservation Corps State Parks and Recreation Areas Multiple Property Document; Fairystone State Park, Patrick County; Hungry Mother State Park, Smyth County; Staunton River State Park, Halifax County; James Madison University Historic District, City of Harrisonburg;

The following non-state-owned properties are anticipated for nomination (some may become final in the following annual cycle):

- CRPO: Bermuda Hundred Historic District, Chesterfield County; Village of Schuyler historic district nomination, Nelson County; Fairmount Historic District nomination (CLG), City of Richmond; Pocahontas Island Historic District (CLG), City of Petersburg; Hermitage Road Historic District, City of Richmond.
- TRPO: Werowocomoco, Gloucester County; Park Place, City of Norfolk; Francis Makemie Memorial Park, Accomack County.
- RRPO: Childress Churches, Carroll, Floyd, and Patrick Counties; Euclid Avenue Historic District, Bristol; City of Martinsville East Church Street/Starling Avenue Historic District;
- WRPO: Fauquier historic districts; Woodlawn, Prince William County.
- Richmond -Register: Sharon School, King William County

Historic Rehabilitation Tax Credits

Increase private investment in rehabilitation of historic resources by an average 10% annually over the next five years (through 2004). Projections for 2004-2005:

	Proj.	Q1	Q2	Q3	Q4	Total
Federal						
Part I	193					
Part II	167					
Part III	158					
State						
Part I	356					
Part II	325					
Part III	286					

Enhance understanding of tax credit program, especially in the consultant community, through workshops and issue papers:

- PI will conduct monthly Open House sessions where members of the tax credit staff will answer questions and provide preliminary guidance to members of the public regarding ongoing or potential tax credit projects. PI will explore the potential for holding some of these sessions in the Regional Offices.
- PI will conduct quarterly meetings to present targeted topics to tax credit consultants.
- PI will develop a flyer or brochure to enclose with Part 3 certification letters suggesting ways the recipient can support the tax credit program.
- PI will highlight at least one project per quarter for publication on the DHR website.
- PI will conduct at least 12 workshops/presentations on tax credit basics for property owners, real estate professionals, bankers, accountants, and/or others.

Comprehensive Planning

Regional offices anticipate provide planning services in support of regional and local planning efforts in the following communities:

- Isle of Wight County (land use and archaeological ordinance).
- City of Franklin (historic district ordinance).
- Franklin County (proposed development near Booker T. Washington National Monument)
- Goochland County (for enhanced historic preservation program)
- Boydton (local historic district ordinance).

DHR will complete the 2005-6 revision of its statewide comprehensive preservation plan. Field offices will assist in organizing regional workshops to invite public participation in plan revision.

Review and Compliance

Review state and federal projects under environmental and preservation laws:

- Anticipated review/consultation caseload:

Type of Action	Federal Projection	State Projection
Additional Information Provided	500	66
Survey	75	20
Eligible	50	10
No Effect	750	225
Not Eligible	70	25
No Adverse Effect	375	70
Conditional No Adverse Effect	80	10

Memorandum of Agreement	10	4
Programmatic Agreement	15	2
Technical Assistance	550	100
Adverse Effect	55	2

Review and/or issue and monitor state permits:

Permit type	Projection
Burial permits	4
State Lands (archaeology) permits	10
Cave Permits (reviewed)	2
Underwater Permits (reviewed)	2

Streamline procedures for state and federal projects reviewed by developing a minimum of 5 agency-specific operating protocols, programmatic agreements and categorical exclusions established to streamline the review process

- Programmatic agreements are anticipated to be executed with the HUD entitlement communities of Arlington County, Colonial Heights, Lynchburg and Winchester, with the Virginia Office of the Fish and Wildlife Service for the Partners and Wildlife Program and Natural Resources and Damager Assessment program, with the Norfolk District of the Corps of Engineers Regulatory Program and with the Formerly Used Defense Sites Program, with the State-level Natural Resources Conservation Service, and with the National Park Service Units of the Colonial National Historical Park and the Petersburg National Battlefield.

Certified Local Governments

DHR will manage the 2005-2006 CLG grants for successful closeout by September 30, 2006:

- City of Lynchburg - Statewide CLG Training
- Prince William County - Woodlawn nomination
- City of Richmond - Fairmont Survey and Historic District Nomination
- City of Richmond - Revised Design Guidelines
- Clarke County - Greenway Court Historic Structures Report and Use Plan
- City of Petersburg - Pocahontas Island Nomination
- Town of Abingdon - Street Signage for Historic District

CLG Coordinator will review priorities, solicit and appoint a team to review applications, and select projects for 2006-2007 awards.

CLG Coordinator will update files on all CLGs, prepare an annual report and evaluate the status of eight CLGs (selection to be determined in consultation with CLGs and regional offices) .

CLG Coordinator will assist in providing CLG two training sessions, including a statewide training workshop for CLG/ARBs at the Statewide Preservation Conference in 2005 and at another venue.

Promote program and make CLG promotion presentations on request. Targets may include:

- Isle of Wight County
- City of Portsmouth
- City of Newport News
- City of Bristol
- Blackstone
- Boynton.

CLG Coordinator will work with Implementation Team to devise strategies to improve the program using the recommendations generated from the CLG Task Force, through 9/30/2006.

Focus of improvements will be:

- CLG Affiliate Status
- ARB Board Member Training for Certification
- Host (with partner) building materials “trade show.”

If possible, CLG Coordinator will work with CLGs to:

- Create CLG listserv
- Add old CLG projects to DHR Project Database.

CLG Coordinator will work with each division to establish policies and procedures for responding to inquiries and requests for assistance from CLGs. Policies and procedures will be written to recognize and fulfill DHR commitment to providing priority staff response and technical assistance to CLGs, as stipulated in the CLG Designation Contracts.

Federal Covenants

Office of Review and Compliance and Community Services Division will contact property owners and/or monitor sensitive treatment and public accessibility of 19 historic properties with existing federal covenants through monitoring individual properties in tandem with inspections associated with state grants and easements.

Property Name	Location	Exp. Date	Q1	Q2	Q3	Q4
500 Block King Street Archaeology	Alexandria	Continuous				
Carlyle House (121 N. Fairfax)	Alexandria	10/9/2005				
Old Russell County Courthouse	Russell	10/9/2005				
Log Cabin, Leesburg	Loudoun	11/6/2005				
Parson Johnson House (806 Prince St.)	Alexandria	11/20/2005				
Exchange Hotel	Gordonsville	12/28/2005				
Exchange Building (Siege Museum)	Petersburg	2/24/2006				

Carrington Row	Richmond	3/10/2006	1			
A. P. Hill Boyhood Home	Culpeper	6/24/2006				
Yates Tavern	Pittsylvania	9/7/2006				
Hungar's Glebe	Northampton	9/8/2006				
White House of the Confederacy	Richmond	4/28/2007				
Allmand-Archer House	Norfolk	5/12/2007				
Point of Honor	Lynchburg	5/19/2007				
Locust Grove	Buckingham	5/23/2007				
Rising Sun Tavern	Fredericksburg	7/7/2007				
Sears House	Staunton	7/11/2007				
Bank of Accomack	Accomack	6/5/2008				
Flint Run Archaeological Site	Warren	6/9/2008				

Historic Preservation Easements

Facilitate the voluntary donation of preservation easements for a total of 500 voluntary private easement donations by the 400th anniversary in 2007.

- PI, with assistance from regional offices, will negotiate and complete new historic easement documents for approximately 15 new easements through September 2006.

Fulfill DHR's legal obligation to monitor each easement regularly (both voluntary and mandatory donations) through owner contact letters, technical assistance, site visits, and other means as appropriate.

- PI, with assistance from regional offices, will monitor each of DHR's easement properties through owner contact letters, technical assistance, site visits, and other means as appropriate.
- PI will ensure that the easement database is current and complete, including information on owner contacts.

State Historic Preservation Grants

Manage the state historic preservation grants program, providing information and technical assistance as required.

- Manage 58 state historic preservation grants awarded by 2005 General Assembly; assist applicants as needed with grant applications and grant questions regarding historic and non-historic grants; and assist former grant recipients with help on maintaining their historic properties.
- Continue to maintain a DHR State Grants Project Database.

Threatened Archaeological Sites Research

TRPO will coordinate, with assistance from other regional office archaeologists, the Threatened Sites Program, minimally including research and related services on the following sites:

Civil War Encampment, City of Alexandria

Hungars Plantation, Northampton County
Maycock Point, 44PG40, Prince George County
Butlers Bluff Geoarcheo Assessment, Northampton County
Hoge Site Specialized Analysis, 44TZ6, Tazewell County
Maycock Point Artifacts, 44PG40, Prince George County
Maycock Specialized Analysis, 44PG40, Prince George County
Steatite Sourcing Specialized Analysis, Floyd, Henry and Carroll Counties
Jordan's Point, Prince George County-Publication.

DHR will consult with COVA, ASV and VCI in evaluating and ranking 2006-2007 proposals for Threatened Sites projects. Field offices will assist in evaluating proposals, prioritizing sites for funding, and provide volunteers with opportunities to contribute to DHR Threatened Sites archaeological projects.

Enhance management, research, and interpretation of archaeological collections held by other institutions statewide

- Revive COVA Curation Committee
- Provide collections management guidance and training
- Provide conservation services for other state agencies and museums: focus during 2006 will be on the needs of Jamestown-Yorktown Foundation preparations for quadricentennial events. Hire assistant with appropriate interest and manual dexterity to learn techniques and help process artifacts for conservation contracts.
- Oversee VCU intern(s) to complete rehousing the c. 500 remaining boxes of artifacts in VCU collections. Encourage World Studies to take ownership and provide for this collection. Provide lab component for VCU archaeological theory class in spring semester. Initiate other internships, possibly with other post-secondary institutions.

Goal II: Practice good stewardship, including good care and management and effective use of the information, records, and artifacts that the department holds in trust for the citizens of the Commonwealth

Implement and continue enhancement of the historic resources inventory data sharing system (DSS) developed in partnership with VDOT over the past year

- Complete conversion of data from Integrate Preservation Software (IPS) to Oracle application used in DSS.
- Complete comprehensive data entry for architectural survey records by the end of 2006
- Complete mapping for architectural properties
- Verify and update current digitized mapping layers in GIS on a quad by quad basis, to ensure an accurate base line.
- Continue to add newly recorded archaeological and architectural resources, as well as updated mapping for eligible, listed, and easement properties, with uploads into the DSS occurring on a monthly basis.
- Incorporate key internal agency Access databases into the DSS.

- Begin process of adding currently unmapped architectural resources on USGS quad maps and GIS in DSS by 2007
- Begin data enrichment of archaeological inventory for selected counties in 2006
- Incorporate image files into DSS, including nominations
- Continuing DSS database cleanup – merge records of individually recorded properties that are also recorded as contributing historic district resources

Maintain and manage archival records contained in the historic resources inventory, cultural resource management reports and other related maps and files relating to Virginia's historic resources

- Make these records available through onsite research and archives search services to an expected 5,000 users.
- Process and accession in a timely fashion an expected intake of 7,500 new survey records and 250 cultural resource management reports, plus incorporation of several thousand pieces of correspondence, newspaper articles, etc. into existing property files.
- Accession materials from completed project review files dating to the 1990s.
- Continue Archives Committee to consider important space issues in archives/incorporate into Survey, as a Survey/Archives Committee.
- Complete conversion of card catalogue for Library's monographs and dissertations into new Lambert Access electronic catalogue.

Maintain and manage the state's archaeological collections of approximately 6 million objects, and associated records

- Process approximately 90% of all archaeological collections acquired from CRM firms and other sources within 6 months of their arrival.
- Catalogue, rehouse, and care for the collections (results will depend on availability of part time staff and interns).
- Provide conservation support for collections including pre- and post-exhibit condition assessments and technical support.
- Initiate a programmatic/comprehensive preventive conservation program for collections held by DHR. Monitor collections' environment to determine baseline for future assessment of effectiveness of climate control and Integrated Pest Management (IPM) program. Devise system to isolate incoming collections until checked for pest infestation.
- Revise and amplify Collection Management Guidelines, including box fees.
- Visit other facilities in the region to assess our goals and methods in relation to current standards of collections stewardship (fall 2005).
- Convene group to consider important space issues in Richmond HQ, including representatives from Archives, Collections, Survey, and possibly other sections.
 - Obtain estimates on cost of adding auxiliary bank of compacting shelving to collections storage area.
 - Obtain information on availability and cost of adequate offsite storage.

- Work with Fort Lee repository toward goal of transferring collections owned by the military there from DHR repository, creating more space for acquiring collections at DHR. Continue to provide technical assistance as needed.
- Implement conservation pre-program training to meet agency conservation goals. Train at least one college graduate in lab as pre-conservation training program intern.

Analyze and rebury human remains in DHR's care.

- Complete analysis in concert with Radford University
- Consult with Virginia Council on Indians, family descendants, and other appropriate associated persons and organizations on locations and procedures, completing disposition of 75% of individual remains within one year of reaching agreement among consulting parties.

Promote the use of DHR's uniquely comprehensive collections for research and interpretation.

- Advertise availability to scholars, professional archaeologists, museum professionals and historical societies.
- Provide access and space to work. Annual goals of 5 loans of collections for research, tracked on outgoing transactions database, and 10 researchers using collections study room, tracked on sign-in sheet.
- Provide support and/or objects to 5 small museums and other venues for collections-based exhibits and interpretive programs in their facility. This will advertise our resources and encourage other organizations to use them. Current requests include: Northumberland County Historical Society and JMU.
- Track day-by-day use of collections and Collections Section facilities by recording number and purpose of visitors to offices, lab, and study collections room.
- Send staff representatives to ASV, COVA, and appropriate regional meetings.
- Update section resources by purchasing reference works on Virginia archaeology, collections management, and conservation.

Goal III: Get the word out about the value of historic resources in educational and economic success and the tools available to put resources to work

Train a minimum of 2000 people (agency and local officials, developers, property owners, etc.) in statutory requirements for historic resources and/or available preservation tools to support community goals.

- Collaborate with the APVA Preservation Virginia to provide four regional training workshops for not-for-profits preservation and heritage organizations. (Fall 2005—Summer 2006)
- CLG Coordinator will assist in planning for a statewide training workshop for CLG/ARBs at the Statewide Preservation Conference in 2005 or at another venue.
- Collaborate with the Northern Shenandoah Valley Planning Commission, the City of Winchester and the County of Frederick to present the 8th annual "Living Towns" conference in September 2006
- Conduct collections management training seminars, chiefly for small CRM firms and university units, at strategic locations around Virginia (spring and summer 2006).
- Provide lab component for VCU archaeological theory class in spring semester. Initiate other internships, possibly with other post-secondary institutions.

- Collaborate with the Richmond Office of HUD to provide 2 training workshops for HUD staff and 1 training workshop for entitlement communities and other entities.
- Collaborate with Rural Development to provide two training workshops for area offices, Planning district commissions and consultants
- Collaborate with Corps Regulatory Branch to provide one training workshop and field experience
- Collaborate with Corps to provide one training workshop for Norfolk District FUDS program staff
- Collaborate with National Park Service George Washington Birthplace to provide one training workshop on programmatic exclusions
- Collaborate with Fish and Wildlife Service to provide one training workshop to Virginia Office staff
- Provide two workshops on burial laws and cemetery preservation to local governments

Reach a minimum of 6000 people (teachers, students, citizens, preservation organizations, government officials) through environmental education efforts designed to foster a greater understanding and appreciation of historic resources.

- Co-sponsor with Virginia Historical Society a traveling exhibit and educational materials on the Civil Rights Movement in Virginia with emphasis on places associated with the movement. Exhibit will be shown in Lynchburg and Fredericksburg in 2005-2006.
- Participate in planning and execution of the Environment Virginia 2006 Conference to be held in Lexington on April 2006.
- Collaborate with National Park Service's Chesapeake Bay Gateways Program, Department of Conservation and Recreation, Chesapeake Bay Foundation, Maryland Historical Trust and others to accomplish the following objectives:
 - Review and evaluate Chesapeake Gateway grant proposals and work with Gateway staff to ensure that Section 106 review requirements are properly incorporated into the grant-making process.
 - Assist in developing strategic goals and outcomes for the program
 - Assist in developing a "Friends of Chesapeake Gateways" support partner organization
 - Assist in planning for a Network-wide conference for Gateways in 2006-2007
- Collaborate with interested property owners, the College of William and Mary, and the Council on Virginia Indians in organizing and conducting a June 2006 field school at Werowocomoco in Gloucester County.
- Coordinate Virginia Archaeology Month, developing theme, poster, calendar of events and mailings to prospective hosts and participants.
- Participate in VRUEC and collaborate with other VRUEC members. Update information on DHR programs and resources for VaNaturally Education Guide website. Promote DHR at Environmental Education Conference and Professional Development Meeting for VaNaturally Partners.
- Maintain and strengthen DHR's partnership with Virginia Council on Indians by working with the Council on common educational goals, including update to *First People* and website.
- Prepare and staff displays and activity booths promoting historic preservation and DHR programs at three or more venues such as State Fair of Virginia, Publick Day at Henricus

Historical Park, Virginia Naturally Environmental Education Conference, and Virginia Social Studies Conference

- Promote agency educational products, including Solving History's Mysteries, ARKs (Native American and African American), and other sponsored/cosponsored exhibits and events.
- Conduct "on-call" educational presentations such as:
 - Tours and educational programming in the DHR Richmond lab for university archaeology classes, field schools, and other educational groups.
 - Make presentations to historical societies, preservation organizations and other groups as requested.
 - Each regional office will make a minimum of 12 educational presentations to historical societies, preservation organizations and other groups.

Increase official public recognition and public awareness of historic places representing Virginia's rich and diverse historic heritage

- Register a minimum of 12 historic properties that recognize persons or events associated with diversity themes as Virginia Historic Landmarks (included in register section above)
- Leverage a minimum of 15 Historical Highway Markers that address diversity themes on Virginia's highways
- Reach a minimum of 1500 citizens, teachers, and students through diversity in history educational programs. (See general education strategy as well.)
- Feature diversity preservation topics in publications and Web site:
 - *Revised First People*(target fall 2006)
 - *Virginia Landmarks of Black History* (target for updated edition: 2008)
 - Article on Virginia Indian Schools in *Notes on Virginia* 2005
- Partner with the Virginia Historical Society to have 8 African American historical markers and 10 Virginia Indian markers, not currently covered by the marker program approved by the Board of Historic Resources by December 2005. The Virginia Council on Indians will also aid in writing and researching the Virginia Indian related markers.

Develop new educational tools for use by DHR, teachers, museum educators, etc.

- Create a resource "kit" (on-line and/or in print) of tools and opportunities to give to a community after register designations have been made to help them take civic pride and recognition to the next step of education and outreach.
- Complete the Maggie Walker Teaching With Historic Places lesson plan and incorporate this and other TWHP concepts into the various community "toolkits" in production,
- Create and produce a "satellite field trip" event and video featuring the research at Werowocomoco in collaboration with the Prince William County Network, the Werowocomoco Research Group, and the Virginia Council on Indians to air in November 2006.
- Develop and Publish a "Guidebook for Historic Property Owners."
- Partner with ASV in organizing and conducting two-day Lithic Workshop in Blacksburg in April, giving professionals a forum to present papers and exchange samples and information.
- Partner with Mid-Atlantic Conservators Group to produce archaeological conservation CD. Target date for distribution is spring 2006 MAAC meeting.

- Partner with Virginia Museum of Natural History (with input invited from VCI) to adapt the VMNH exhibit, *Three Cultures, Three Stories*, for web delivery, extending its reach statewide (and beyond).
- Update Native American ARK teachers' guides and add new materials. Check and update those in distant locations in conjunction with visits to Regional Offices.
- Create two new storyboard displays of Collection Section activities for ground floor lobby windows.

Enhance the Historic Highway Marker system by 2007 using a combination of TEA-21 and private or local funds.

- See "diversity" section above for joint DHR/VHS initiative
- Develop historical highway marker data-base. If possible link to DSS. Create interactive highway marker section for DHR website.
- Publish third edition of the *Guidebook to Virginia's Historical Markers* by for October 2006.

Develop more fully the educational potential of the DHR Website. Some possibilities under consideration include:

- Provide PDFs on the DHR Website of a number of current and recently out-of-print publications (*not including DHR books*) that remain relevant and useful to the public; many of these documents can be posted on the Web with only minimal updating.
- Use the DHR website to share current information, while exploring feasibility of reinstituting the newsletter in print or developing it in digital form, possibly as an e-mail newsletter.
- Develop a plan to redesign, update and maintain the Department's Website in consultation with its current managers and other DHR staff.
- Contract to produce additional archaeology-based interactive modules for DHR website, including possibly one to address the different types and quantities of information gained from artifacts by collectors as opposed to by archaeologists.
- Collaborate with Publications and Outreach Section to review and enhance the *Archaeology*, *Collections*, and *Education and Outreach* facets of DHR website, making additions, corrections, and updates as necessary.
- Create interactive highway marker section for DHR website.

Update, revise, reprint and distribute informational and advisory publications that DHR customers need to meet their preservation goals and to use DHR services, including

- Year End Report
- The annual journal *Notes on Virginia*
- Archaeological reports as scheduled (see archaeology research section below for targets)
- Press releases and promotional efforts to raise awareness and encourage community involvement in Historic Preservation Week, Virginia Archaeology Month, highway marker and register listings, and CLG and cost share awards.
- Work with the University Press of Virginia (or other publishers) to produce:
 - Third edition of the *Guidebook to Virginia's Historical Markers* (target fall 2006)
 - *Revised First People* (target fall 2006)
 - *Virginia Landmarks of Black History* (target for updated edition: 2008)
 - *The Virginia Landmarks Register* (target for updated edition: 2009)

Diversify the book publication program by increasing the range of topics covered and the number of books published in order to increase public awareness and appreciation for Virginia's historic resource.

- Develop two new thematic, short (64-page) books for the Department for publication in 2007:
 - One title will be "How to Reclaim and Maintain Virginia's Historic Graveyards."
 - Second title has yet to be determined.
- Plan for and begin developing a book on Virginia's Historic Districts.

Bring archaeological research to completion through reports available to scholars and the public alike:

- RRPO will complete draft final report on Fox site.
- TRPO with regional office archaeologists and the Richmond office curation staff will prepare three Threatened Sites project manuscripts suitable for publication, following recommendations of publication priorities by VDHR/ASV/COVA Threatened Sites Committee.
- TRPO with the DHR/ASV/COVA Threatened Sites Committee will implement a plan for publishing the Jordan's Point excavations.

Goal IV: Provide internal leadership, resources, expertise, information and tools necessary and proper to fulfill expectations of the citizens, local communities, and agencies of the Commonwealth to meet the preceding goals (Internal operations)

Objectives:

Improve Environmental Review Services

- Conduct timely reviews to meet 30-day deadline at a minimum of 90% performance rate.

Strengthen existing staff expertise, capability and tools for maximum effectiveness and service delivery

- Continue to make basic computer training available to all staff. Each staff member is encouraged to take at least one session in the applications they select as most needed to accomplish or strengthen their job performance through April 2006
- Conduct/sponsor a workshop on designing and creating exhibit backboards for DHR staff, perhaps to include instruction on managing digital images.
- Provide additional DSS training for staff following roll-out of new GIS interface

Strengthen DHR IT capability through contracting with VITA for email, network management and security, and help desk.

Strengthen technical aspects of DHR web site

- Assess compliance requirements for the web site; either apply for waiver or develop strategies to convert the DHR website to comply.
- Seek FTE and/or funding for full time webmaster through new staff position or contract

- Continue ongoing training of staff in FrontPage to expand Web site content development responsibilities and transferring technical management of website from conservator to wider team.

Implement public relations strategies to improve the service delivery.

- Implement a protocol for the internal handling of media requests
- Revise the agency mission statement to make it more compelling
- Make the distinction on the Web site between the roles of the department and other state and federal historic preservation organizations
- Continue to develop the contacts mailing list database and pursue plan to complete incorporation of external lists and final clean up.